



ANGLIA EXAMINATION TRAINING

LEVEL: PRE-INTERMEDIATE
 INTERMEDIATE

Ontwikkeld en beschikbaar gesteld voor collega's binnen het Anglia Netwerk

door

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The passive voice

Active: the subject is active: it executes the action (het onderwerp voert de actie uit)
Passive: the subject is passive: it undergoes the action (het onderwerp ondergaat de actie)

Example:

Active:	John beats the dog,
Passive:	The dog is beaten by John.
Active:	William delivered the letters.
Passive:	The letters were delivered by William.
Active:	They asked him a lot of questions.
Passive:	A lot of questions were asked him.
Or:	He was asked a lot of questions.

The passive voice is always a form of **'to be' + past participle**. (zijn + voltooid deelwoord)
'To be' always takes the form of the grammatical tense.

De deur wordt geschilderd.	The door is painted.	Present tense	o.t.t.
De deur werd geschilderd.	The door was painted.	Past tense	o.v.t.
De deur wordt op dit moment geschilderd.	The door is being painted.	Present continuous	duurvorm t.t.
De deur werd op dat moment geschilderd.	The door was being painted.	Past continuous	duurvorm v.t.
De deur is geschilderd. (geworden)	The door has been painted.	Present perfect	v.t.t.
De deur was geschilderd. (geworden)	The door had been painted.	Past perfect	v.v.t.
De deur zal geschilderd worden .	The door will be painted.	Present future	t.t.t.
De deur zou geschilderd worden .	The door would be painted.	Past future	v.t.t.
De deur moet geschilderd worden .	The door must be painted.	Modal verbs (auxiliary)	modale tijd

Make the following sentences passive.

- We heat the room by electricity.
- Mother cleaned our shoes.
- They have built a lot of houses this year.
- We had discussed the problems.
- Father will take the children to school.
- My secretary would type these letters.
- We could see the fire from far away.
- She should do this job before the end of the week.
- He must make the telephone call at once.
- They are cleaning the building.
- I can easily solve this problem.
- Mother is making tea.

Key

- The room is heated by electricity.
- Our shoes were cleaned by mother.
- A lot of houses have been built this year.
- The problems had been discussed by us
- The children will be taken to school by father.
- These letters would be typed by my secretary.
- The fire could be seen (by us) from far away.
- This job should be done by her before the end of the week.
- The telephone call must be made (by him) at once.
- The building is being cleaned by them.
- This problem can easily be solved by me.
- Tea is being made by mother.

Make the following sentences passive.

1. She chose the new dress carefully.
2. They will build a new road here.
3. They offered him a new job.
4. We must take this warning seriously.
5. John is painting his bedroom.
6. They had discussed the problems last night.
7. I have sent the goods by plane.
8. This factory made the first Rolls Royce in 1906.
9. The thieves hid the jewels in a cave.
10. We held the meeting in 1976.

key

1. The new dress was carefully chosen by her.
2. A new road will be built (by them) here.
3. He was offered a new job or a new job was offered him (by them).
4. This warning must be taken seriously by us.
5. John's bedroom is being painted by him.
6. The problems had been discussed by them last night.
7. The goods have been sent by me by plane.
8. The first Rolls Royce was made in this factory in 1906.
9. The jewels were hidden in a cave by the thieves.
10. The meeting was held in 1976

Translate

1. Deze rekening moet vandaag betaald worden
2. Deze boeken worden voor weinig geld verkocht.
3. Deze boeken zijn vorig jaar voor weinig geld verkocht.
4. Het kind was door de hond gebeten.
5. De oude kranten zullen verbrand worden.
6. Onze kippen worden 's morgens gevoerd.
7. De meeste boeken waren uit de bibliotheek geleend.
8. Hij werd doodgeschoten in een straatgevecht.
9. De problemen worden morgen besproken.
10. We werden goed behandeld.

key

1. This bill must be paid today.
2. These books are sold for little money.
3. These books were sold for little money last year.
4. The child had been bitten by the dog.
5. The old newspapers will be burnt.(burned)
6. Our chickens are fed in the mornings.
7. Most books had been borrowed from the library
8. He was shot dead in a street-fight.
9. The problems will be discussed tomorrow.
10. We were treated well.

Passive 1

1. St. Paul's Cathedral / complete / in 1710.
2. Millions of Beatles records / sell / in the 1960s.
3. The planet Pluto / discover / in 1930.
4. Two atomic bombs / drop / on Japan in 1945.
5. John F. Kennedy / kill / in Dallas.
6. The first Apple computers / produce / in the 1970s.
7. The Eiffel Tower / build / a hundred years ago.
8. The first jet planes / make / in Germany.
9. The Taj Mahal / build / in the 17th century.
10. In 1957, millions of pounds / steal / from a train.
11. Queen Elizabeth / crown / in 1953.
12. In the old days, horses / use / for transport.
13. The first books / print / in the 15th century.
14. Everest / climb / for the first time in 1953.

Key

1. St. Paul's Cathedral was completed in 1710.
2. Millions of Beatles records were sold in the 1960s.
3. The planet Pluto was discovered in 1930.
4. Two atomic bombs were dropped on Japan in 1945.
5. John F. Kennedy was killed in Dallas.
6. The first Apple computers were produced in the 1970s.
7. The Eiffel Tower was built a hundred years ago.
8. The first jet planes were made in Germany.
9. The Taj Mahal was built in the 17th century.
10. In 1957, millions of pounds were stolen from a train.
11. Queen Elizabeth was crowned in 1953.
12. In the old days, horses were used for transport.
13. The first books were printed in the 15th century.
14. Everest was climbed for the first time in 1953.

Passive 2

1. Picasso schilderde Guernica.
2. Alexander Fleming ontdekte penicilline.
3. De Beatles schreven het lied "Yesterday".
4. Agatha Christie schreef de detective Hercule Poirot.
5. Beethoven componeerde de "Eroica" symphonie.
6. Margareth Mitchell schreef " Gone with the wind".
7. Frank Whittle ontwierp de Jet motor.
8. Steven Spielberg regisseerde "Jurassic Park".
9. Leonardo da Vinci schilderde de "Mona Lisa".

Start with the underlined words!!!

10. Zij gaven Mary wat bloemen.
11. Zij boden Jane een goede baan.
12. Hij wil alle kinderen een cadeautje geven.
13. Iemand zond mij een vreemde brief.
14. Zij zullen Mevrouw Jenkins meer dan 500 pond betalen.
15. Haar ouders hebben An een fiets voor haar verjaardag beloofd.
16. Zij vertelden ons niet de waarheid.

Key

1. "Guernica" was painted by Picasso.
2. Penicillin was discovered by Alexander Fleming.
3. The song "Yesterday" was written by the Beatles.
4. The detective Hercule Poirot was created by Agatha Christie.
5. The "Eroica" symphony was composed by Beethoven.
6. "Gone with the wind" was written by Margaret Mitchell.
7. The jet engine was designed by Frank Whittle.
8. "Jurassic Park" was directed by Steven Spielberg.
9. The "Mona Lisa" was painted by Leonardo da Vinci.
10. Mary was given some flowers.
11. Jane was offered a wonderful job.
12. All the children will be given a present.
13. I was sent a strange letter.
14. Mrs Jenkins will be paid over five hundred pounds.
15. Ann has been promised a bicycle for her birthday.
16. We weren't told the truth.

Passive 3

Use the verbs in brackets.

1. Bread (make) of flour.
2. I was at school when these houses (were building)
3. We lived in a caravan in the garden while our house (was building)
4. These letters (must type) before 5 o'clock.
5. All the windows (have cleaned) this week.
6. These cups (broke) when we arrived.
7. Some money (have stolen) from Tom's jacket.
8. These mountains can (see) from a great distance.
9. The repairs must (finish) by tomorrow.
10. The town has (attack) several times since the beginning of the war.
11. The decision has already (take)
12. The letters will (post) tomorrow morning.
13. White wine can (make) from red grapes.
14. The accident happened while the cars (were loading) onto the lorries.
15. The letters (are typing) at this very moment.

Key**Use the verbs in brackets.**

1. Breadis made.. of flour.
2. I was at school when these houses were being built.
3. We lived in a caravan in the garden while our house was being built.
4. These letters must be typed..... before 5 o'clock.
5. All the windows have been cleaned. this week.
6. These cups were broken when we arrived.
7. Some money has been stolen from Tom's jacket.
8. These mountains can be seen from a great distance.
9. The repairs must be finished by tomorrow.
10. The town has been attacked several times since the beginning of the war.
11. The decision has already been taken.
12. The letters will be posted tomorrow morning.
13. White wine can be made from red grapes.
14. The accident happened while the cars were being loaded onto the lorries.
15. The letters are being typed at this very moment.

Passive 4

1. Veel ongelukken worden veroorzaakt door gevaarlijk rijden.
2. De boot zonk snel, maar gelukkig werd iedereen gered.
3. Terwijl ik op vakantie was, werd mijn camera uit mijn hotelkamer gestolen.
4. Waar zijn deze foto's genomen?
5. Ik ben niet uitgenodigd op het partijtje.
6. De groenten waren te lang gekookt.
7. Er loopt iemand achter ons: we worden gevolgd!
8. Toen ik aankwam werd de kamer net schoongemaakt.
9. De informatie werd aan de politie gegeven.
10. De wedstrijd moet worden afgelast.

Key

1. Many accidents are caused by dangerous driving.
2. The boat sank quickly but fortunately everyone was rescued.
3. While I was on holiday my camera was stolen from my hotel room.
4. Where have these photos been taken?
5. I haven't been invited to the party.
6. The vegetables had been cooked for too long.
7. Someone is walking behind us: we are being followed
8. When I arrived the room was just being cleaned.
9. The information was given to the police.
10. The match must be cancelled.

Write a passive sentence.

1. Somebody cleans the room every day. The room
2. They cancelled all flights because of the fog. All flights
3. People don't use this road very often. This road
4. Somebody accused me of stealing money. I
5. How do people learn languages? How
6. People advised us not to go alone. We
7. I have sent the letter to the wrong address. The letter
8. I won't take a decision till the next meeting. A decision
9. They have postponed the concert. The concert
10. They are building a new ring road around the city. A new ring road

key

1. The room is cleaned every day.
2. All flights were cancelled because of the fog.
3. This road isn't used very often.
4. I was accused of stealing money.
5. How are languages learned?
6. We were advised not to go alone.
7. The letter has been sent to the wrong address.
8. A decision won't be taken till the next meeting.
9. The concert has been postponed.
10. A new ring road around the city is being built.

Finish these sentences

1. If something is washable it can be washed.
2. If something is unbreakable
3. If something is edible
4. If something is unusable
5. If something is invisible
6. If something is portable
7. If something is unbearable
8. If something is impossible

Key and try to fill in the missing word

1. If something is it can't be washed
2. If something is it can't be broken
3. If something is it can be eaten
4. If something is it can't be used
5. If something is it can't be seen
6. If something is it can be carried
7. If something is it can't be borne
8. If something is it can't be done

Reported speech 1

Directe en indirecte rede

Direct and reported speech

Directe rede geeft letterlijk weer wat iemand zegt op een bepaald moment

Indirecte rede rapporteert op een later tijdstip wat iemand gezegd heeft.

She said: 'I am sick and tired of it all.'

Ze zei: 'Ik heb schoon genoeg van dit alles.'

She said that she was sick and tired of it all. Ze zei dat ze schoon genoeg van dit alles had.

Het gebruik van de indirecte rede in het Engels is hetzelfde als in het Nederlands. Bij het veranderen van directe in indirecte rede verandert de tijd.

o.t.t.	wordt	→	o.v.t.
o.v.t.	wordt	→	v.v.t.
v.v.t.	wordt	→	v.v.t.
v.v.t.	wordt	→	v.v.t.

1. He cried: 'I **can't find** my books.'

1. Hij riep: 'Ik kan mijn boeken niet vinden.'

He cried that he **couldn't find** his books.

Hij riep dat hij zijn boeken niet kon vinden.

2. She said: 'We **heard** a noise.'

2. Ze zei: 'We hoorden een geluid.'

She said that they **had heard** a noise.

Ze zei dat ze een geluid hadden gehoord.

3. They shouted: 'We've **won** the first prize.'

3. Ze schreeuwden: 'We hebben de eerste prijs gewonnen.'

They shouted that they **had won** the first prize.

Ze schreeuwden dat ze de eerste prijs hadden gewonnen.

4. He said: 'My grandfather **had** just **painted** the house when it collapsed.'

4. Hij zei: 'Mijn grootvader had net zijn huis geschilderd toen het instortte.'

He said that his grandfather **had** just **painted** the house when it collapsed.

Hij zei dat zijn grootvader net het huis geschilderd had toen het instortte.

Net als in het Nederlands komen alle persoonlijke voornaamwoorden in de **derde** persoon te staan.

In voorbeeld 1 veranderen - I- en - my - dus in - he - en - his -.

In het algemeen verandert de tegenwoordige tijd van de 'direct speech' in de verleden tijd.

Am / is	————→	was
Are	————→	were
Do / does	————→	did
Have / has	————→	had
Will	————→	would
Can	————→	could
Like / know	————→	liked / knew

Is het al verleden tijd, dan mag je het in de verleden tijd laten staan of er voltooid verleden tijd van maken.

Woke up —————→ woke up / had woken up

Direct speech:

You met Judy. Here are some things she said to you in **direct** speech:

'My parents **are** very well.'

'I**m** going to learn to drive.'

'John **has** given up his job.'

'I **can't** come to the party on Friday.'

'I **want** to go away for a holiday, but I **don't** know where to go.'

'I**m** going away for a few days. I**ll** phone you when I **get** back.'

'I **woke** up last night with a terrible headache.'

Reported speech:

Later you tell your friend what Judy said. You use **reported** speech:

Judy said that her parents **were** very well.

She said that she **was** going to learn to drive.

She said that John **had** given up his job.

She said that she **couldn't** come to the party on Friday.

She said that she **wanted** to go away for a holiday, but that she **didn't** know where to go.

She said that she **was** going away for a few days. That she **would** phone me when she **got** back.

She said that she **woke up (had woken up)**

Now you!

You met **Charlie** yesterday. This is what he said:

1. 'I'm living in London now.'
2. 'Sharon and Paul are getting married next month.'
3. 'Margaret has had a baby.'
4. 'I don't know what Fred is doing.'

5. 'I saw Helen at a party in June and she seemed fine.'
6. 'That restaurant is expensive.'
7. 'I can speak a little French.'
8. 'I haven't been to the cinema for ages.'
9. 'I love Maria.'
10. 'I know lots of people.'

Key

Charlie said that he was living in London now.

He said that Sharon and Paul were getting married next month.

He said that Margaret had had a baby.

He said that he didn't know what Fred was doing.

He said that he saw (had seen) Helen at the party and that she seemed (had seemed) fine.

He said that that restaurant was expensive.

He said that he could speak a little French.

He said that he hadn't been to the cinema for ages.

He said that he loved Maria.

He said that he knew lots of people.

Reported speech 2

People made these statements. Report them using 'said that'

Example:

Paul said: 'Atlanta is a wonderful city.'

Paul said that Atlanta was a wonderful city.

1. Anna said: 'Jenny isn't studying for her exams.'
2. Andrew said: 'I used to be really fat.'
3. Jim said: 'I can't swim.'
4. Jane said: 'I'm staying with some friends'.
5. Tom said: 'I've never been to Russia.'
6. Ella said: 'Tom can't use a computer'.
7. Jill said: 'Everybody must try to do their best.'
8. Rachel said: 'Jane may move to a new flat.'
9. Bill said: 'I'll stay at home on Sunday.'
10. The teacher said: 'You are making too much noise.'

key

1. Anna said that Jenny wasn't studying for her exams.
2. Andrew said that he used to be really fat.
3. Jim said that he couldn't swim.
4. Jane said that she was staying with some friends.
5. Tom said that he had never been to Russia.
6. Ella said that Tom couldn't use a computer.
7. Jill said that everybody had to try to do their best.
8. Rachel said that Jane might move to a new flat.
9. Bill said that he would stay at home on Sunday.
10. The teacher said that we were making too much noise.

Conditionals (voorwaardelijke bijzinnen)

If I had enough money, I would ('d) go to America.

In het Nederlands kunnen we deze zin op verschillende manieren vertalen:

Als hij genoeg geld had, ging hij naar Amerika.

Als hij genoeg geld had, zou hij naar Amerika gaan.

Als hij genoeg geld zou hebben, ging hij naar Amerika.

Als hij genoeg geld zou hebben, zou hij naar Amerika gaan.

Er zijn vier soorten voorwaardelijke bijzinnen.

Zero conditional

We praten over iets dat altijd waar is

If something is lighter than water, it floats.

If you eat too much you get fat.

If + tegenwoordige tijd, achter komma ook tegenwoordige tijd.

First conditional

We praten over iets dat in de toekomst heel goed mogelijk is.

If the weather is hot enough this Saturday, we will go to the beach.

If he has enough money, he will go to Spain.

If + tegenwoordige tijd, achter komma will or 'll

Second conditional

We praten over iets dat nu onwaarschijnlijk is, we verbeelden ons iets in dat niet overeenkomt met de werkelijke situatie.

If Shakespeare was alive today, what would he write about?

If he had enough money, he would go to Spain.

If + verleden tijd, achter komma would or 'd

Third conditional

We praten over iets dat echt onmogelijk is. We praten over wat in het verleden had kunnen gebeuren, maar niet is gebeurd.

If I had known your telephone number, I would have phoned you.

If I had saved enough money, I would have gone to Spain.

If + voltooid verleden tijd, achter komma would ('d) have + voltooid deelwoord.

Je kunt de -if- zin ook achteraan zetten, maar gebruik dan geen komma!!!

Dus:

If I won a lot of money, I would buy a big house.

Or

I would buy a big house if I won a lot of money.

Remember, no future in the -if-part of the sentence.

Nog een voorbeeld:

If you had switched on the light, you would not have fallen.

Voorwaardelijke bijzin

hoofdzin

In het Nederlands kan men deze zin op verschillende manieren vertalen:

Als je het licht aangedaan had, zou je niet zijn gevallen.

Als je het licht zou hebben aangedaan, zou je niet zijn gevallen

Als je het licht zou hebben aangedaan, was je niet gevallen.

In het Nederlands kun je **-zou-** zowel in de **hoofdzin** als in de **bijzin** gebruiken.

In het Engels gebruik je **-would - uitsluitend** in de hoofdzin.

Het Engels kent voornamelijk 3 voorwaardelijke bijzinnen:

1. Waarschijnlijkheid

If you **give** me 50 p,

I **will do** the dishes.



Als je me 50 p geeft,

doe ik de afwas.

In het Engels: in de zin waar **-if-** staat:

Onvoltooid tegenwoordige tijd

onvoltooid tegenwoordig toekomstige tijd

2. Onwaarschijnlijkheid

If he **told** you the secret,

you **would be** rich.



Als hij jou het geheim vertelde, zou je rijk zijn.

Onvoltooid verleden tijd

onvoltooid verleden toekomstige tijd

3. Onmogelijkheid

If he **had read** all the books, he **would have passed** the exam.

Als hij alle boeken gelezen had, zou hij voor het examen zijn geslaagd.



Voltooid verleden tijd

voltooid verleden toekomstige tijd

Note: in zinnen die **onwaarschijnlijkheid** uitdrukken wordt vaak **-were** - in plaats van **-was**-gebruikt:

Example:

If John **were** here, we would have more fun.

If I **were** rich, I would never work.

Exercises

First conditional: use the verbs in brackets and -will-

1. If she a prize, Mary very happy. (win, be)
2. If John this weekend, weto the theatre. (come, go)
3. If Annto me, Iyou what she says. (write, tell)
4. My fatherSusan if shefor the broken window. (forgive, pay)
5. Jacka lot better if hesmoking. (feel, stop)
6. If Bobsome money, wehim some. (need, lend)
7. If Markto the instructions, he what to do. (listen, know)
8. If it, weat home. (rain, stay)
9. If youmore exercise, you healthier. (take, feel)
10. If I don't, I the train. (get up, miss)

Second conditional: use the words in brackets and -would-

1. If Sallyin Brighton, shenear her parents. (live, be)
2. Fredmore if heso hard. (read, not, work)
3. If Elizawork in the evenings, sheto concerts. (not, have, go)
4. Susanto work by car if shenear a train station. (not, go, live)
5. Alanfat if heso much. (not, be, not, eat)
6. If Peterin a flat, hea dog. (not, live, have)
7. Pam French if she a job in France. (learn, get)
8. If Markto be healthy, he(want, not, smoke)

9. If governmentsbuying guns, the worldsafer.(stop, be)
 10. If Irich, Ia yacht. (be, buy)

Third conditional: use the words in brackets and would have + voltooid deelwoord

1. If Charlie Chaplinin 1989, he100 years old.(die, be)
 2. If Janeon her usual train, Iher. (come, see)
 3. Iyou if Iyour phone number. (phone, not,lose)
 4. If sheGerman very well, shefor the job.(speak, apply)
 5. If Sallyher leg, sheon holiday. (not, break, go)
 6. Wea cake if wenotto buy some eggs.
 (make, forget)
 7. If Iyou, Ihello. (see, say)
 8. If Ito the party last night, Ilots of people. (go, meet)
 9. If Ia camera, Isome photographs. (have, take)
 10. If Icomputer technology, Ia better position. (study, get)

Key: first conditional

1. If she wins..... a prize, Mary will be very happy. (win, be)
 2. If John comes. this weekend, we will go to the theatre. (come, go)
 3. If Ann writes.to me, I will tell.you what she says. (write, tell)
 4. My father will forgive .Susan if she pays.for the broken window. (forgive, pay)
 5. Jack will feel.a lot better if he stops.smoking. (feel, stop)
 6. If Bob needs....some money, we will lend.him some. (need, lend)
 7. If Mark listens.to the instructions, he will know. what to do. (listen, know)
 8. If it rains., we will stay.at home. (rain, stay)
 9. If you take.more exercise, you will feel. healthier. (take, feel)

10. If I don't get up. , I will miss. the train. (get up, miss)

Key: Second conditional

1. If Sally lived.in Brighton, she would be.near her parents. (live, be)
2. Fred would read.more if he didn't work.so hard. (read, not, work)
3. If Eliza didn't have.work in the evenings, she would go.to concerts. (not, have, go)
4. Susan wouldn't go.to work by car if she lived.near a train station. (not, go, live)
5. Alan wouldn't be.fat if he didn't eat.so much. (not, be, not, eat)
6. If Peter didn't live.in a flat, he would have.a dog. (not, live, have)
7. Pam would learn. French if she got. a job in France. (learn, get)
8. If Mark wanted.to be healthy, he wouldn't smoke....(want, not, smoke)
9. If governments stopped.buying guns, the world would be.safer.(stop, be)
10. If I were (or was).rich, I would buy.a yacht. (be, buy)

Key: third conditional

1. If Charlie Chaplin had died.in 1989, he would have been.100 years old.(die, be)
2. If Jane had come.on her usual train, I would have seen.her. (come, see)
3. I would have phoned .you if I hadn't lost.your phone number. (phone, not, lose)
4. If she had spoken.German very well, she would have applied.for the job.(speak, apply)
5. If Sally had not broken.her leg, she would have gone.on holiday. (not, break, go)
6. We would have made.a cake if we had....not ...forgotten.to buy some eggs. (make, forget)
7. If I had seen.you, I would have said.hello. (see, say)
8. If I had gone.to the party last night, I would have met.lots of people. (go, meet)
9. If I had had.a camera, I would have taken.some photographs. (have, take)
10. If I had studied.computer technology, I would have got.a better position. (study, get)

Conditionals 2

If exercise

1. They would be glad if I to their party. (go)
2. If you took more exercise, you better. (feel)
3. If they offered me the job, I think I it. (take)
4. A lot of people would be out of work if the car factory (close down)
5. If I sold my car, I much money for it. (not get)
6. What would happen if somebodythat red button? (press)
7. I don't think there is any chance that Gary and Emma will get married. I'd be absolutely astonished if they(do)
8. Liz gave me a ring. Shevery upset if I lost it! (be)
9. Dave and Kate are expecting us. They would be very disappointed if we(not come)
10. Would Steve mind if Ihis bike without asking him? (borrow)
11. What would you do if somebodyin here with a gun? (walk)
12. I'm sure Sueif you explained the situation to her. (understand)

Key if exercise

1. They would be glad if I went... to their party. (go)
2. If you took more exercise, you would feel better. (feel)
3. If they offered me the job, I think I would take it. (take)
4. A lot of people would be out of work if the car factory closed down (close down)
5. If I sold my car, I wouldn't get...much money for it. (not get)
6. What would happen if somebody pressed that red button? (press)
7. I don't think there is any chance that Gary and Emma will get married. I'd be absolutely astonished if they did (do)
8. Liz gave me a ring. She would be...very upset if I lost it! (be)

9. Dave and Kate are expecting us. They would be very disappointed if we didn't come.....(not come)
10. Would Steve mind if I borrowed.....his bike without asking him? (borrow)
11. What would you do if somebody walked.....in here with a gun? (walk)
12. I'm sure Sue would understand.....if you explained the situation to her.
(understand)

If I had known exercise

1. If I had known you were in hospital, Iyou. (visit)
2. I would have gone out if Iso tired. (not be)
3. If I had seen you, Ihello (say)
4. Sam got to the station just in time to catch the train to the airport. If he(miss) the train, he(miss) the flight.
5. I'm glad you reminded me about Ann's birthday. I(forget) it if you(not remind)me.
6. Unfortunately I forgot my address book when I went on holiday. If I(have) your address, I(send) you a postcard.
7. My holiday was okay. But we(enjoy) it more if the weather(be)nicer.
8. I took a taxi to the hotel, but the traffic was bad. It(be)quicker if I(walk)
9. I was not tired. If I(be) tired, I(go) home yesterday.
10. If I had been hungry, I(eat) something.
11. I(buy) a car if Jane(lend) me the money.
12. If Jane(wear) a seat belt, she(not be) injured in the crash.

Key if I had known

1. If I had known you were in hospital, I would have visited.....you. (visit)
2. I would have gone out if I hadn't been.....so tired. (not be)
3. If I had seen you, I would have said...hello (say)
4. Sam got to the station just in time to catch the train to the airport. If he had missed.....(miss) the train, he would have missed.....(miss) the flight.
5. I'm glad you reminded me about Ann's birthday. I would have forgotten...(forget) it if you had not reminded.....(not remind)me.
6. Unfortunately I forgot my address book when I went on holiday. If I had had.....(have) your address, I would have sent.....(send) you a postcard.
7. My holiday was okay. But we would have enjoyed ...(enjoy) it more if the weather ...had been.....(be)nicer.
8. I took a taxi to the hotel, but the traffic was bad. It would have been...(be)quicker if I had walked.....(walk)
9. I was not tired. If I had been.....(be) tired, I would have gone.....(go) home yesterday.
10. If I had been hungry, I would have eaten...(eat) something.
11. I would have bought.....(buy) a car if Jane had lent.....(lend) me the money.
12. If Jane had worn.....(wear) a seat belt, she wouldn't have been...(not be) injured in the crash.

Used to

Name	in the past	now
Ann	meat	fish
Tom	coffee	tea
Robert	white bread	brown bread
Pam	tap water	bottled water
Mary	tinned fruit	fresh fruit
Susan	margarine	butter
Peter	12 o'clock	10 o'clock
Diana	full time	part time
Sally	cycle	go by car
Robin	bouncer	security guard
Derek	once a week	once a month
Helen	smoke	eat a lot
Mike	short holiday	long holiday
Ann	walk	cycle
Henry	Paris	Amsterdam
Jill	cook	ready-made
Joe	swim in the sea	swimming pool
Mother	knit	buy
Father	typewriter	computer

Example:

Ann used to eat meat, but now she eats fish.

Tom used to drink coffee, but now he drinks tea.

Now you!

Verbs with -to

Als deze **werkwoorden** gevolgd worden door een **werkwoord** gebruik je meestal **-to-**

Want - hope - need - plan - expect - promise - decide - offer - refuse - try - forget - learn

Use this **key sentence**:

I **try** to **learn** this list; I **want** it and I **need** it. I **hope** I don't **forget** it.

And a **key sentence** for good New Year's Resolutions:

I **plan** and **decide** not to smoke anymore. I **expect** I won't **fail**. If they **offer** me a cigaret, I will **refuse**. This I **promise**!

En natuurlijk na **I would like to**: I **would like to** meet you

Verbs with -ing

Er zijn **sommige werkwoorden** die gevolgd worden door **-ing**:

Enjoy - mind - suggest - stop - finish

We gebruiken de -ing- vorm ook achter:

Give up (stop)	He has given up smoking.
Put off (uitstellen)	They put off booking their holiday
Carry on (doorgaan)	I carry on riding my bike to school
Keep on (doorgaan)	Don't keep on interrupting me all the time.

Als een **voorzetsel** gevolgd wordt door een **werkwoord**, zoals **after, before, by, without, at, with, for**, of dan gebruiken we ook de **-ing** - vorm:

What did you do after leaving school?

Before going out I phoned Ann.

I am not afraid of travelling alone.

I am not so good at telling stories.

Een vaak gebruikte uitdrukking om een brief te besluiten:

I look forward to meeting you

Ook zijn er bepaalde uitdrukkingen waarbij het werkwoord + ing moet komen:

It's no use	worrying about it.
It's no good	trying to carry that heavy back.
There's no point	waiting any longer.
It's not worth	talking about it any longer.
I have no difficulty	finding a place to live.
It was a waste of time	reading that book. It was rubbish..
He spent hours	trying to repair that old clock.
She is busy	doing other things.

Exercise 1

Complete each sentence using only one word in the -ing- form.

1. Our neighbours apologised for so much noise.
2. I feel lazy. I don't feel like any work.
3. I wanted to go out alone but Joe insisted on with me.
4. I'm fed up with my job. I'm thinking of something else.
5. We have decided against a new car because we can't really afford it.
6. I hope you write me soon. I'm looking forward to from you.
7. The weather was extremely bad and this prevented us from out.
8. The man who has been arrested is suspected of a false passport.
9. I think you should apologise to Sue for so rude to her.
10. Some parents don't approve of their children a lot of television.
11. I'm sorry I can't come to your party but thank you so much for me.

Key exercise 1

Complete each sentence using only one word in the -ing- form.

1. Our neighbours apologised for making so much noise.
2. I feel lazy. I don't feel like doing. any work.
3. I wanted to go out alone but Joe insisted on going. with me.
4. I'm fed up with my job. I'm thinking of doing. something else.
5. We have decided against buying a new car because we can't really afford it.
6. I hope you write me soon. I'm looking forward to hearing from you.
7. The weather was extremely bad and this prevented us from going. out.
8. The man who has been arrested is suspected of having a false passport.
9. I think you should apologise to Sue for being. so rude to her.
10. Some parents don't approve of their children watching. a lot of television.
11. I'm sorry I can't come to your party but thank you so much for inviting. me.

Exercise 2

Complete the sentences using a preposition + one of the following verbs in the correct form:

Cause, escape, go, help, interrupt, live, play, solve, spend, walk
--

1. Do you feel out this evening?
2. It took us a long time but we finally succeeded the problem.
3. I've always dreamed in a small house by the sea.
4. The driver of the other car accused me the accident.
5. There was a fence around the lawn to stop people on the grass.
6. Forgive me you but may I ask you something?
7. Where are you thinking your holiday this year?
8. The guards weren't able to prevent the prisoner
9. I wanted to cook the meal by myself but David insisted me.
10. I'm sorry we've had to cancel our game of tennis tomorrow. I was really looking forwardthe game.

key exercise 2

Complete the sentences using a preposition + one of the following verbs in the correct form:

Cause, escape, go, help, interrupt, live, play, solve, spend, walk
--

1. Do you feel like going..... out this evening?
2. It took us a long time but we finally succeeded in solving..... the problem.
3. I've always dreamed about living. in a small house by the sea.
4. The driver of the other car accused me of causing..... the accident.
5. There was a fence around the lawn to stop people from walking. on the grass.
6. Forgive me for interrupting.. you but may I ask you something?
7. Where are you thinking of (about) spending.. your holiday this year?
8. The guards weren't able to prevent the prisoner from escaping.
9. I wanted to cook the meal by myself but David insisted on helping..... me.
10. I'm sorry we've had to cancel our game of tennis tomorrow. I was really looking forward ...to playing...the game..

Adverbs (bijwoorden)

Bijwoorden geven meer informatie over:

Een werkwoord	He writes beautifully .
Een bijvoeglijk naamwoord	He is an extremely nice man.

Vaak kun je achter het bijvoeglijk naamwoord **-ly-** zetten:

Beautiful	beautifully
Fortunate	fortunately
Slow	slowly
Careful	carefully

Sommige bijwoorden zijn **precies gelijk** aan de bijvoeglijke naamwoorden:

Wrong	a wrong answer	he didn't do wrong
Early	he is an early bird	He has arrived early.
Low	a low ceiling	lie low till that man has disappeared!
Daily	a daily newspaper	I see him daily.
Late	a late train	He came late. (lately = recent)
Fast	a fast train	He walks fast.
High	a high mountain	The plain is flying high in the sky.
Wide	a wide river	He opened his mouth wide.
Hard	a hard worker	He works hard. (hardly = nauwelijks)

Er zijn natuurlijk ook bijwoorden die **niet** van een bijvoeglijk naamwoord zijn afgeleid:

Also - never - almost - often - always - yet enz

-Good - wordt - **well** -

He is a **good** swimmer. He swims **well**.

Trappen van vergelijking:

Bijwoorden met een lettergreep krijgen **-er** of **-est** achter het woord:

He came late. His brother came **later**. His sister came **latest**.

Alle andere bijwoorden krijgen - **more** and -**most**,

He walks slowly. His brother walks **more slowly**. His sister walks **most slowly**.

Soorten bijwoorden:

1. Bijwoorden van tijd
2. Bijwoorden van onbepaalde tijd
3. Bijwoorden van plaats
4. Bijwoorden van graad
5. Bijwoorden van hoedanigheid

1. Bijwoorden van tijd komen aan het **begin** of het **eind** van de zin:

Yesterday I went to the beach.

I had a party **last weekend**.

2. Bijwoorden van onbepaalde tijd komen
- **voor** het werkwoord als het er maar **één** is:
He **seldom** tells lies.
She **always** eats bananas.
 - **achter** het werkwoord als het een vorm van **-to be-** is:
He is **often** late.
I am **sometimes** ill.
 - **achter** het **eerste** werkwoord als er **meerdere** werkwoorden zijn:
I have **never** broken my leg.
He would **rarely** go to the cinema.
 - in **vragen achter** het **onderwerp**:
Will she **never** stop talking?
3. Bijwoorden van **plaats** aan het **eind** van de zin. Staat er ook een bijwoord van tijd in dan komt de plaats voor de tijd (ezelsbruggetje: in het alfabet is de **-p-** voor de **-t-**)
- I always do my shopping **in The Hague on Saturdays**.
 - I have lived in **Gouda** since 1987.
4. Bijwoorden van **graad** staan **voor het woord** waarbij ze horen:
- He was **extremely** happy.
 - She is **seriously** ill.
5. bijwoorden van **hoedanigheid** kunnen op **diverse plaatsen** staan: (aan het eind is het meest voorkomende)
- aan het begin: Carefully he listens to the text.
 - achter het onderwerp: He carefully listens to the radio.
 - achter het werkwoord +lijdend voorwerp: He listens to the radio carefully.
 - The man closed the book **angrily**.
 - You talked **loudly**.
 - The girl took off her shoes **quickly**.
 - The teacher stood up **slowly**.
 - You danced **badly**.

Note 1: achter - be - seem - look - feel - get - become - sound - taste - smell gebruiken we **bijvoeglijke naamwoorden** en geen bijwoorden!!

Dus:

I am **fine**.

It tastes **good**.

She doesn't seem **nervous**.

It sounds **relaxed**.

Note 2: spelling:

Easy	easily
Careful	carefully
Terrible	terribly
Enthusiastic	enthusiastically

Exercise 1

Cross out the correct word

How do you feel? I'm fine / finely). How about you?
 I'm feeling (nervous / nervously). I'm (terrible / terribly) at remembering dates.
 I try (hard / hardly) to remember them, but I can't, especially when I'm (tired / tiredly).
 You look (tired / tiredly) now.
 Yes, I went to bed (late / lately)last night and I slept (bad / badly) so now I can't think (clear /clearly).
 I'm (glad /gladly)this is our last exam.
 Yes, that is (wonderful /wonderfully), isn't it?

Fill in:

quick /quickly, hard /hardly, careful /carefully, careless /carelessly, good /well, bad /badly, late/lately

The report says that he is quite at maths, but I'm afraid he didn't do in the test at the end of the term.
 How about history?
 The teachers say he tries and he didn't do in the exam although he arrived ten minutes
 And French? I was always really at French and I hated it.
 They say he learns but he makes a lot of mistakes because he's very so he must try to be more

Cross out the mistakes this businessman in London makes and **write down the correct form.**

Underground trains are quite fast but it isn't easily to understand the 1
 Underground system - it seems very confusingly. So I usually go by 2
 taxi. - it's much easier. Taxis are expensive and they go quite slow 3
 because the traffic's so badly. So I practise my English with the taxi 4
 drivers. The problem is, they listen polite for a few minutes but then 5
 they get impatiently and they start talking - very fast. My English is 6
 quite good and I listen careful and I try hard to understand them but 7
 I find it difficult sometimes. So I ask them to speak clear and 8
 carefully but they speak just as fast, but more loud. So in the end 9
 it doesn't help me to learn to speak English more fluent. 10

key Exercise 1

Cross out the correct word

How do you feel? I'm fine / ~~finely~~. How about you?

I'm feeling (nervous / ~~nervously~~). I'm (terrible / ~~terribly~~) at remembering dates.

I try (hard / ~~hardly~~) to remember them, but I can't, especially when I'm (tired / ~~tiredly~~).

You look (tired / ~~tiredly~~) now.

Yes, I went to bed (late / ~~lately~~) last night and I slept (~~bad~~ / badly) so now I can't think (~~clear~~ / clearly).

I'm (glad / ~~gladly~~) this is our last exam.

Yes, that is (wonderful / ~~wonderfully~~), isn't it?

Fill in:

quick /quickly, hard /hardly, careful /carefully, careless /carelessly, good /well, bad /badly, late/lately

The report says that he is quite **good** at maths, but I'm afraid he didn't do **well** in the test at the end of the term.

How about history?

The teachers say he tries **hard** and he didn't do **badly** in the exam although he arrived ten minutes **late**.

And French? I was always really **bad** at French and I hated it.

They say he learns **quickly** but he makes a lot of mistakes because he's very **careless** so he must try to be more **careful**.

Cross out the mistakes this businessman in London makes and **write down the correct form**.

Underground trains are quite fast but it isn't easy to understand the	1	easy...
Underground system - it seems very confusingly . So I usually go by	2	confusing
taxi. - it's much easier. Taxis are expensive and they go quite slow	3	slowly
because the traffic's so badly . So I practise my English with the taxi	4	bad.....
drivers. The problem is, they listen polite for a few minutes but then	5	politely
they get impatiently and they start talking - very fast. My English is	6	impatient
quite good and I listen careful and I try hard to understand them but	7	carefully
I find it difficult sometimes. So I ask them to speak clear and	8	clearly
carefully but they speak just as fast, but more loud . So in the end	9	loudly
it doesn't help me to learn to speak English more fluent .	10	fluently

exercise 2 Plaats het woord op de goede plaats:

1. I go to bed. (early)
2. I sleep for eight hours. (usually)
3. I sleep (well)
4. I don't have coffee for breakfast. (often)
5. I have fruit juice. (normally)
6. I walk to school. (always)
7. My friends have lunch in the canteen. (every day)
8. But I don't eat. (there)
9. I don't like noisy places. (very much)
10. After school I don't go straight home. (usually)
11. I ran 100 metres in 11 seconds. (last week)
12. I've wanted to be a famous athlete. (always)

Key exercise 2

Plaats het woord op de goede plaats:

1. I go to bed early
2. I usually sleep for eight hours.
3. I sleep well
4. I don't often have coffee for breakfast.
5. I normally have fruit juice.
6. I always walk to school.
7. My friends have lunch in the canteen every day.
8. But I don't eat there.
9. I don't like noisy places very much.
10. After school I don't usually go straight home.
11. I ran 100 metres in 11 seconds last week.
12. I've always wanted to be a famous athlete.

Exercise 3

Complete the sentence. The first letters of the adverb are given:

1. We didn't go out because it was raining he.....
2. Our team lost the game because we played very ba.....
3. I had little difficulty finding a place to live. I found a flat quite ea.....
4. We had to wait for a long time, but we didn't complain. We waited pat.....
5. Nobody knew Steve was coming to see us. He arrived unex.....
6. Mike keeps fit by playing tennis re.....
7. I don't speak French very well, but I can understand per..... if people speak sl..... and cl.....

Put in the correct word

1. Two people were injured in the accident. (serious/seriously)
2. The driver of the car had injuries. (serious/seriously)
3. I think you behaved very(selfish / selfishly)
4. Rose is upset about losing her job. (terrible /terribly)
5. There was a change in the weather. (sudden /suddenly)
6. Everybody at the party was dressed. (colourful /colourfully)
7. Linda likes wearing clothes. (colourful /colourfully)
8. Liz fell and hurt herself quite (bad /badly)
9. Joe says he didn't do well at school because he was taught . (bad /badly)
10. Don't go up the ladder. It doesn't look(safe /safely)

Key Exercise 3

Complete the sentence. The first letters of the adverb are given:

1. We didn't go out because it was raining heavily.....
2. Our team lost the game because we played very badly.....
3. I had little difficulty finding a place to live. I found a flat quite easily.....
4. We had to wait for a long time, but we didn't complain. We waited patiently.....
5. Nobody knew Steve was coming to see us. He arrived unexpectedly.....
6. Mike keeps fit by playing tennis regularly..
7. I don't speak French very well, but I can understand perfectly..... if people speak slowly..... and clearly.....

Put in the correct word

1. Two people were seriously injured in the accident. (serious/seriously)
2. The driver of the car had serious injuries. (serious/seriously)
3. I think you behaved very selfishly(selfish / selfishly)
4. Rose is terribly upset about losing her job. (terrible /terribly)
5. There was a sudden change in the weather. (sudden /suddenly)
6. Everybody at the party was colourfully dressed. (colourful /colourfully)
7. Linda likes wearing colourful clothes. (colourful /colourfully)
8. Liz fell and hurt herself quite badly (bad /badly)
9. Joe says he didn't do well at school because he was badly taught . (bad /badly)
10. Don't go up the ladder. It doesn't look safe(safe /safely)

So and either

A	I'm learning English	B	So am I
	My brother plays rugby		So does my brother
	I'm busy on Friday		So is Lisa
	I have finished my homework		So have I

B's antwoord betekent '**ook**' We gebruiken -so- na een **positieve** zin, als het zinnetje betekent dat het voor de spreker ook geldt. Het **onderwerp** komt na het **werkwoord**.

A	I'm not free	B	Neither am I
	Diana can't come on Saturday		Neither can Mark
	I didn't phone him		Neither did Joe
	I haven't been to the USA		Neither have I

B's antwoord betekent '**ook niet**' we gebruiken -neither- om een **negatieve** zin te bevestigen. We zouden het woord -**nor**- kunnen gebruiken in plaats van -neither-.

In het zinnetje van B herhaal je het **hulpwerkwoord** of een vorm van -**to be**- of je gebruikt een vorm van -**to do**- Kijk naar de tijd in het eerste zinnetje!

Is het eerste zinnetje **tegenwoordige** tijd gebruik dan -**do**- of -**does**-

Is het eerste zinnetje **verleden** tijd gebruik dan -**did**-

(Het werkt ongeveer hetzelfde als met vragen maken en question tags).

Bij bevestiging van de bewering wordt -so - gebruikt, bij een bevestiging van een ontkennende bewering wordt - neither - (of -nor-) gebruikt.

Denk aan de **volgorde**.

Note: neither = not either

Examples:

My father doesn't speak French.

Neither does my mother.

My mother doesn't **either**.

We **cannot** come to the party.

Neither can Bob.

Bob **cannot either**.

Peter **isn't** at school today.

Neither is his friend.

His friend **isn't either**.

Exercise 1**Zin -B- bevestigt het eerste zinnetje -A-**

- | | | |
|---------------------------------------|----------|-----------------|
| 1. A I love swimming | B | I |
| 2. My brother has gone to university | | my sister |
| 3. He went last October | | my friend |
| 4. I'm staying with an English family | | I |
| 5. I hate drinking tea with milk | | she |
| 6. She will have a beer | | he |
| 7. I'd like to go to the USA | | I |
| 8. He is going to watch tvee. | | you |
| 9. I can lend you some money | | I |
| 10. I like ice-cream | |she |
| 11. I don't like fish | | I |
| 12. I don't want to go to school | |she |
| 13. I won't drink alcohol | |I |
| 14. I can't go yet | | you |
| 15. I wasn't tired | | my friend |
| 16. I never read newspapers | | I |
| 17. You didn't lock the door. | | you |
| 18. Sue hasn't got a car | | Martin |
| 19. I didn't pass the exam | | he |
| 20. I couldn't open the window | | I |

Key exercise 1

- | | |
|---------------------------------------|-----------------------|
| 1. A I love swimming | B So do I |
| 2. My brother has gone to university | So has my sister |
| 3. He went last October | So did my friend |
| 4. I'm staying with an English family | So am I |
| 5. I hate drinking tea with milk | So does she |
| 6. She will have a beer | So will he |
| 7. I'd like to go to the USA | So would I |
| 8. He is going to watch tvee. | So are you |
| 9. I can lend you some money | So can I |
| 10. I like ice-cream | So does she |
| 11. I don't like fish | Neither do I |
| 12. I don't want to go to school | Neither does she |
| 13. I won't drink alcohol | Neither will I |
| 14. I can't go yet | Neither can you |
| 15. I wasn't tired | Neither was my friend |
| 16. I never read newspapers | Neither do I |
| 17. You didn't lock the door. | Neither did you |
| 18. Sue hasn't got a car | Neither has Martin |
| 19. I didn't pass the exam | Neither did he |
| 20. I couldn't open the window | Neither could I |

Exercise 2

Vul de volgende zinnen aan met de zinnetjes in het vakje. Ze drukken instemming uit!

So do I, So would I (2x), Neither do I (2x), Neither would I, So have I, Nor have I

1. I wouldn't like to have a microwave in my kitchen.
2. I haven't got a walkman.
3. I don't think video recorders are good for family life.
4. I'd like to play the guitar.
5. I don't need a dishwasher.
6. I think a cassette recorder is good for learning English.
7. I'd like to have a new freezer.
8. I've got a washing machine in my kitchen.

Key exercise 2

1. I wouldn't like to have a microwave in my kitchen. ...Neither would I
2. I haven't got a walkman. Nor have I.....
3. I don't think video recorders are good for family life. ...Neither do I..
4. I'd like to play the guitar. ...So would I.....
5. I don't need a dishwasher. ...Neither do I..
6. I think a cassette recorder is good for learning English. So do I.....
7. I'd like to have a new freezer. ...So would I.....
8. I've got a washing machine in my kitchen. So have I.....

Make somebody do

We laten iemand iets doen:

Ik laat hem beloven om het aan niemand te vertellen:

I make him promise that he wouldn't tell anybody

Ik laat hem de vraag herhalen:

I let him repeat the question.

De constructie is werkwoord + voorwerp + hele werkwoord

-let- betekent 'toestaan'

-make- betekent 'bevelen' of 'dwingen'

Exercise 1

1. He is very funny. (Hij maakt me aan het lachen).
2. At school our teacher (liet ons erg hard werken).
3. Sue (laat mij haar computer gebruiken).
4. The police (liet iedereen het gebouw verlaten).
5. The driver (liet de oude man zonder kaartje reizen).
6. Jack (liet zijn jongste broertje de afwas doen).
7. Diana (liet Tom de sandwiches klaar maken).
8. I (laat mensen niet in mijn huis roken).
9. The doctor (liet hem in bed blijven).
10. My friends (laten hun kinderen naar de disco gaan).

Key Exercise 1

1. He is very funny. (Hij maakt me aan het lachen). He makes me laugh.
2. At school our teacher (liet ons erg hard werken). made us work very hard.
3. Sue (laat mij haar computer gebruiken). let me use her computer..
4. The police (liet iedereen het gebouw verlaten). made everyone leave the building.
5. The driver (liet de oude man zonder kaartje reizen). let the old man travel without a ticket.
6. Jack (liet zijn jongste broertje de afwas doen). made his youngest brother wash the dishes.
7. Diana (liet Tom de sandwiches klaar maken). made Tom prepare the sandwiches.
8. I (laat mensen niet in mijn huis roken). don't let people smoke in my house.

9. The doctor (liet hem in bed blijven). made him stay in bed.

10. My friends (laten hun kinderen naar de disco gaan). let their children go to the disco.

Have something done

We vragen iemand anders om iets voor ons te doen

I repair the roof myself

I have the roof repaired by the builder.

—————>

—————>

Ik doe het zelf

Ik laat het doen

Ik heb het dak **laten** repareren

Constructie: werkwoord + voorwerp + voltooid deelwoord

Why did you go to the garage? To have my car serviced.

Why did you go to the cleaner's? To have my jacket cleaned.

Why did you go to the jeweller's? To have my watch repaired.

Why did you go to the optician's? To have my eyes tested.

Exercise 1

1. Tom's windows are dirty. He didn't clean them himself

Last Saturday Tom

2. The shop delivers Mary's food to her house.

Mary

3. At the butcher's Fred asked to cut the meat into small pieces.

Fred

4. The hairdresser cuts Rachel 's hair about twice a year.

Rachel

5. Last week the optician tested Mr Stone's eyes.

Mr Stone

6. Mrs Frost's doctor checked her blood pressure.

Mrs Frost

7. Last week the garage serviced Jane's car.

Jane

8. A builder replaced the gutters on our house.

We

9. That company makes keys of all types. I need a new key!

I

10. That man paints houses and flats.

I

Key Exercise 1

1. Tom's windows are dirty. He didn't clean them himself
Last Saturday Tom had his windows cleaned.....
2. The shop delivers Mary's food to her house.
Mary has her food delivered.....
3. At the butcher's Fred asked to cut the meat into small pieces.
Fred had the meat cut into small pieces
4. The hairdresser cuts Rachel 's hair about twice a year.
Rachel has her hair cut about twice a year.
5. Last week the optician tested Mr Stone's eyes.
Mr Stone had his eyes tested.....
6. Mrs Frost's doctor checked her blood pressure.
Mrs Frost had her blood pressure tested.
7. Last week the garage serviced Jane's car.
Jane had her car serviced.....
8. A builder replaced the gutters on our house.
We had the gutters on our house replaced
9. That company makes keys of all types. I need a new key!
I have a new key made.....
10. That man paints houses and flats.
I have my house painted.....

Prefixes (voorvoegsel)

In, im, un, dis = not

'in' wordt vaak gevolgd door een woord beginnend met een 'c'

'im' wordt vaak gevolgd door een woord beginnend met een 'p'

In + formal =	informal	Im + moral =	immoral
In + correct =	incorrect	Im + patient =	impatient
In + credible =	incredible	Im + perfect =	imperfect
In + dependent =	independent	Im + possible =	impossible
In + secure =	insecure	Im + portant =	important
In + valid =	invalid	Im + pressive =	impressive

Un + able =	unable	Dis + loyal =	disloyal
Un + lucky =	unlucky	Dis + honest =	dishonest
Un + exited =	unexited	Dis + like =	dislike
Un + fortunate =	unfortunate	Dis + taste =	distaste
Un + happy =	unhappy		
Un + healthy =	unhealthy		
Un + interesting =	uninteresting		
Un + kind =	unkind		
Un + tidy =	untidy		
Un + usual =	unusual		

Exercise 1

Find the negative forms:

Possible, easy, fortunate, happy, safe, formal, polite, correct, like, interested, patient, perfect, please, possible, tidy, use

Key exercise 1

Find the negative forms:

impossible, uneasy, unfortunate, unhappy, unsafe, informal, impolite, incorrect, dislike, uninterested, impatient, imperfect, displeasure, impossible, untidy, disuse

Suffixes (achtervoegsel)

Suffix	Meaning	Examples
Er, or noun	Person	Worker, swimmer, instructor
Er, or noun	Machine, thing	Cooker, word processor
ist	person	Receptionist, pianist
Ful	Full of	Useful, beautiful
Ology	Subject of study	Sociology, psychology
Ics	Subject of study	Economics, politics
Less	Without	Useless, endless
ous	Adjective from noun	Dangerous, adventurous
ing	Adjective from noun (feelings about something)	Interesting, boring
ed	Adjective from noun (describe a thing)	Interested, bored
Ly	Adverb from an adjective	Sadly, happily
Ness	Noun from an adjective	Happiness, sadness
ure	Noun from verb	Pleasure, pressure
ce	Noun from adjective	Patience,
ion	Noun from verb	Celebration, action
dom	Noun from noun	Kingdom, boredom
ment	Noun from noun	Excitement, commitment
y	Adjective from a noun	Sandy, sunny

Exercise 1

Match the **adjectives** with the **nouns** in the box. Some adjectives go with more than one noun.

Worker, cooker, beach, weather, car, idea, book, swimmer, guitar, smile, picture, fun

Electric
Fast
Beautiful
Sandy
Sunny
Hard
Useful
Endless
Useless

Exercise 2

Transform these words:

Angry	Like
Begin	Loud
Bore	Lucky
Build	Mean
Careful	Noise
Celebrate	Patient
Cook	Perfect
Danger	Please
Easy	Possible
Excite	Proud
Fortune	Quick
Happy	Reception
Health	Rob
Heavy	Run
Hungry	Slow
Inform	Stripe
Interest	Tidy
Invent	Use
Invite	Visit
Kind	Worry

Geographical names

Name country	Person	Adjective	translation
Egypt	Egyptian	Egyptian	Egypte
France	Frenchman (woman)	French	Frankrijk
Germany	German	German	Duitsland
Greece	Greek	Greek	Griekenland
Italy	Italian	Italian	Italië
Russia	Russian	Russian	Rusland
Spain	Spanish	Spanish	Spanje
Turkey	Turk	Turkish	Turkije
Switzerland	Swiss	Swiss	Zwitserland
Japan	Japanese	Japanese	Japan
Argentina	Argentinian	Argentinian	Argentinië
Great Britain	Briton	British	Groot Britannië
England	Englishman	English	Engeland
Belgium	Belgian	Belgian	België
China	Chinese	Chinese	China
Cyprus	Cypriot	Cypriot	Cyprus
United States	American	American	Amerika
Morocco	Moroccan	Moroccan	Marokko
Ireland	Irish	Irish	Ierland
The Netherlands	Dutchman	Dutch	Nederland
Portugal	Portuguese	Portuguese	Portugal
Canada	Canadian	Canadian	Canada

Key Exercise 1

Match the **adjectives** with the **nouns** in the box. Some adjectives go with more than one noun.

Worker, cooker, beach, weather, car, idea, book, swimmer, guitar, smile, picture, fun

Electric cooker, guitar, car
 Fast worker, swimmer
 Beautiful beach, car, weather, book, idea, smile, picture, film
 Sandy beach
 Sunny weather, smile
 Hard worker
 Useful worker, cooker, car, idea, book, smile, picture, film
 Endless worker, beach, book
 Useless worker, book, film, car

Key Exercise 2

Transform these words:

Angry	angrily, anger	Loud	loudly, loudness
Begin	beginning	Lucky	luckily, unlucky
Bore	bored, boredom, boring	Mean	meany, meaning, meaningful, meaningless
Build	builder, building	Noise	noisily, noiseless
Careful	carefully	Patient	patience, patiently, impatient
Celebrate	celebration, celebrant	Perfect	imperfect, perfection, perfectly, perfectionist
Cook	cooker	Please	pleasant, pleasure, pleasantly
Danger	dangerous	Possible	impossible, impossibly
Easy	easily, unease	Proud	pride, proudly
Excite	excitement, excited, exciting, unexcited	Quick	quickly
Fortune	fortunate, unfortunate, fortunately	Reception	receptionist
Happy	happiness, unhappy, happily	Rob	robber
Health	healthy, unhealthy	Run	runner
Heavy	heavily	Slow	slowly
Hungry	hunger, hungrily	Stripe	striped
Inform	informant, informed, informal	Tidy	untidy
Interest	interesting, interested, disinterested	Use	disuse, usefull, useless, usually
Invent	invention, inventor	Visit	visitor
Invite	invitation	Worry	worried
Kind	kindness, kindly, unkind		
Like	likelihood, unlikely		

From the past into the present perfect

Past: The last time that composer **wrote** music was **last year**.



Verleden tijd

tijdstip

Present perfect: That composer **hasn't written** music **since** last year.



Voltooid tijd + not

since

Past: The last time we **saw** Rose in town was **five days ago**.



Verleden tijd

periode

Present perfect: We **haven't seen** Rose **for five days**.



Voltooid tijd + not

for

Een **tijdstip** in het verleden wordt vertaald met - **since** -, een **periode** wordt vertaald met - **for** -.

Exercise 1

1. The last time I went to the cinema was last Sunday.

.....

2. The last time Mr Thomas had the flu was three years ago.

.....

3. The last time I were on holiday was last summer.

.....

4. The last time I got up at four o'clock was 2 months ago.

.....

5. The last time the sun shone was Saturday afternoon.

.....

6. The last time I drove a lorry was 20 years ago.

.....

7. The last time Ann won the lottery was when she was twenty.

.....

8. The last time I went to the USA was in 1999.

.....

9. The last time my brother slept in a hotel was eight days ago.

.....

10. The last time I fell off my bike was last winter.

.....

11. The last time I saw an accident was on 7 January.

.....

12. The last time I broke a plate was ages ago.

.....

13. The last time my colleague lost her keys was yesterday.

.....

14. The last time he read a novel by James Joyce was two years ago.

.....

15. The last time I did an exam was one year ago.

.....

key Exercise 1

1. The last time I went to the cinema was last Sunday.

.....I haven't gone to the cinema since last Sunday

2. The last time Mr Thomas had the flu was three years ago.

.....Mr Thomas hasn't had the flu for three years

3. The last time I were on holiday was last summer.

.....I haven't been on holiday since last summer.....

4. The last time I got up at four o'clock was 2 months ago.

.....I haven't got up at four o'clock for 2 months

5. The last time the sun shone was Saturday afternoon.

...The sun hasn't shone (shined) since Saturday afternoon

6. The last time I drove a lorry was 20 years ago.

.....I haven't driven a lorry for 20 years

7. The last time Ann won the lottery was when she was twenty.

.....Ann hasn't won the lottery since she was twenty

8. The last time I went to the USA was in 1999.

.....I haven't gone to the USA since 1999

9. The last time my brother slept in a hotel was eight days ago.

.....My brother hasn't slept in a hotel for eight days.

10. The last time I fell off my bike was last winter.

.....I haven't fallen off my bike since last winter.

11. The last time I saw an accident was on 7 January.

.....I haven't seen an accident since 7 January

12. The last time I broke a plate was ages ago.

.....I haven't broken a plate for ages.

13. The last time my colleague lost her keys was yesterday.

.....My colleague hasn't lost her key since yesterday

14. The last time he read a novel by James Joyce was two years ago.

.....He hasn't read a novel by James Joyce for two years

15. The last time I did an exam was one year ago.

...I haven't done an exam for one year.....

Rewrite the following sentences in such a way that it has the same meaning as the original sentence

Ted is **too poor** to buy a car.

He isn't rich **enough** to buy a car.

Exercise 1

1. The knife is too blunt to cut the nut.

...The knife isn't.....

2. The water is too cold to have a bath.

.....The water isn't

3. That house is too small for a family of four.

.....That house isn't.....

4. That exam was too difficult for Jan.

...Jan wasn't.....

5. He is too short to whitewash the ceiling.

.....He isn't.....

exercise 2

Gebruik - **too** - of - **enough** - + het woord achter de zin

1. I couldn't work. I (tired)

2. Can you turn the radio up, please? It(loud)

3. I don't want to walk home. It's(far)

4. Don't buy anything in that shop. It's(expensive)

5. You can't put all these things in this bag. It(big).

6. I couldn't do the exercise.(difficult)

7. Your work needs to be better. It(good)

8. I can't talk to you now. I(busy)

9. I thought the film was boring. It(long)

10. Nobody goes out tonight. It's(dangerous)

Key Exercise 1

1. The knife is too blunt to cut the nut.

...The knife isn't...sharp enough to cut the nut.

2. The water is too cold to have a bath.

.....The water isn't warm (hot) enough to have a bath.

3. That house is too small for a family of four.

.....That house isn't big enough for a family of four.

4. That exam was too difficult for Jan.

...Jan wasn't clever enough to pass that exam.

5. He is too short to whitewash the ceiling.

.....He isn't tall enough to whitewash the ceiling.....

key exercise 2

Gebruik - **too** - of - **enough** - + het woord achter de zin

1. I couldn't work. I was too..... (tired)
2. Can you turn the radio up, please? It isn't loud enough, (loud)
3. I don't want to walk home. It's .too far.....(far)
4. Don't buy anything in that shop. It's too expensive.....(expensive)
5. You can't put all these things in this bag. It isn't big enough.....(big).
6. I couldn't do the exercise. It is too difficult.....(difficult)
7. Your work needs to be better. It isn't good enough...(good)
8. I can't talk to you now. I am too busy.....(busy)
9. I thought the film was boring. It was too long.....(long)
10. Nobody goes out tonight. It's too dangerous.....(dangerous)

Phrasal verbs

Exercise 1

Complete the sentences using one of these phrasal verbs:

Break down

clear up = become brighter in bad weather condition

close down = go out of business

doze off = fall asleep

drop out = stop taking part in something

move in = start living in a house

show off = show how clever you are

turn up = arrive

1. Sorry I'm late. The car on the way here.
2. I arranged to meet Jane after work last night but she didn't
3. 'We've bought a new house,' 'Oh, have you? When are you?'
4. There used to be a shop at the end of the street but it a year ago.
5. I ran in a marathon last week but I wasn't fit enough. I after 15 kilometres.
6. We all know how wonderful you are. There is no need to
7. I was very tired. I sat in an armchair and
8. The weather is horrible at the moment, isn't it? I hope it later.

Key exercise 1

1. Sorry I'm late. The car broke down. on the way here.
2. I arranged to meet Jane after work last night but she didn't turn up.....
3. 'We've bought a new house,' 'Oh, have you? When are you moving in..?'
4. There used to be a shop at the end of the street but it closed down. a year ago.
5. I ran in a marathon last week but I wasn't fit enough. I dropped out after 15 kilometres.
6. We all know how wonderful you are. There is no need to showing off.
7. I was very tired. I sat in an armchair and dozed off.
8. The weather is horrible at the moment, isn't it? I hope it will clear up. later.

Exercise 2

Complete the sentences using words from box a and box b. you need to use some words more than once.

A: away, back, forward, on, out, up

B: at, of, to, with

1. You're walking too fast. I can't keep you.
2. My holidays are nearly over. Next week I'll be work.
3. We've nearly run money. We've got very little left.
4. Martin isn't very happy in his job because he doesn't get his boss.
5. I love to look the stars in the sky at night.
6. Are you looking the party next week?
7. There was a bank robbery last week. The robbers got €30.000.

Key exercise 2

1. You're walking too fast. I can't keep up with... you.
2. My holidays are nearly over. Next week I'll be back to... work.
3. We've nearly run out of..... money. We've got very little left.
4. Martin isn't very happy in his job because he doesn't get on with... his boss.
5. I love to look up at..... the stars in the sky at night.
6. Are you looking forward to the party next week?
7. There was a bank robbery last week. The robbers got away with €30.000.

Short forms or contractions

We schrijven geen afkortingen in formele brieven.
In de plaats van de letters komt een apostrof (').

'm	am	I'm					
's	is/has*	he's	she's	it's			
're	are	you're	we're	they're			
've	have	I've	you've	we've	they've		
'll	will /shall*	I'll	you'll	he'll	she'll	we'll	they'll
'd	had/would*	I'd	you'd	he'd	she'd	we'd	they'd

's can be **is** or **has**

She's ill She **is** ill.
She's gone She **has** gone.

Note: Let's Deze 's betekent **us**: Let us go now! Let's go now!

'll is shall bij -I- and - we -. Alleen in een vragende zin **moet** shall gebruikt worden.

'd can be - had - or - would -

I'd see a doctor if I were you. I **would** see a doctor if I were you.
I'd never seen her before. I **had** never seen her before.

Een afkorting mag **nooit** aan het **begin** of aan het **eind** van een zin.

Shall I do the shopping?
Are you tired? Yes, I **am**

Conjunctions (voegwoorden)

Woorden die twee zinnen samenvoegen heten voegwoorden of conjunctions.

Gebruik although = ofschoon, in spite of (despite) = ondanks, because = omdat en because of = vanwege

Exercise 1

Complete the sentences with the words above.

1. it rained a lot, we enjoyed our holiday.
2. we had planned everything carefully, a lot of things went wrong.
3. all our careful plans, a lot of things went wrong.
4. I went home early I was feeling unwell.
5. I went to work the next day I was still feeling unwell.
6. She only accepted the job the salary, which was very high.
7. She accepted the job the salary, which was rather low.
8. I managed to get to sleep there was a lot of noise.
9. I couldn't get to sleep the noise.
10. He passed the exam he worked hard.

Key exercise 1

Complete the sentences with the words above.

1. Although..... it rained a lot, we enjoyed our holiday.
2. Although..... we had planned everything carefully, a lot of things went wrong.
3. In spite of all our careful plans, a lot of things went wrong.
4. I went home early because..... I was feeling unwell.
5. I went to work the next day although..... I was still feeling unwell.
6. She only accepted the job because of. the salary, which was very high.
7. She accepted the job despite..... the salary, which was rather low.
8. I managed to get to sleep although..... there was a lot of noise.
9. I couldn't get to sleep because of. the noise.
10. He passed the exam because..... he worked hard.

Exercise 2

Complete the sentences. Gebruik - although - + a sentence from the box.

I didn't speak the language	he has a very important job.
I had never seen her before	we don't like them very much
It was quite cold	the heating was on
I'd met her twice before	we've known each other for a long time

1., he isn't well-paid.
2., I recognised her from a photograph.
3. She wasn't wearing a coat
4. We thought we'd better invite them to the party
.....
5., I managed to make myself understood.
6., the room wasn't very warm.
7. I didn't recognise her
8. We're not very good friends

Key exercise 2

1. Although he has a very important job, he isn't well-paid.
2. Although I've never seen her before, I recognised her from a photograph.
3. She wasn't wearing a coat although it was quite cold.
4. We thought we'd better invite them to the party although we don't like them very much.
5. Although I didn't speak the language, I managed to make myself understood.
6. Although the heating was on, the room wasn't very warm.
7. I didn't recognise her although I'd met her twice before.
8. We're not very good friends although we've known each other for a long time